

**TOWN OF SHEFFIELD
SELECT BOARD
WORKING SESSION
JANUARY 11, 2022
VIRTUAL MEETING
10:00 AM**

Board Members Present: Rene C. Wood, Chairman
Martin C. Mitsoff
Robert C. Kilmer, Jr.

Others Present: Rhonda LaBombard, Town Administrator
Jill Hughes, Assistant to Town Administrator

Chairman Wood called the meeting to order at 10:00 AM.

Administrator LaBombard discussed part time van drivers for the Senior Center. She explained that Elaine Ireland has offered to drive the van and teach exercise classes, upon her return. Administrator LaBombard stated that there are two part-time van drivers in Great Barrington who have expressed interest in driving for Sheffield. It was the consensus of the Board that they are in favor of both.

Administrator LaBombard discussed the position of Assistant to the Senior Center Director. She stated that Lori Neil, Town Hall Administrative Assistant has expressed interest in the position and has asked to spend some time with Director Loring at the Senior Center. It was the consensus of the Board to allow Lori to spend some time at the Center during her normal work hours.

Administrator LaBombard informed the Board that Michael Dutton, owner of the Bridge Restaurant has inquired about reimbursement for his liquor license fee since he has a potential buyer for the property. Selectman Mitsoff moved to send Michael Dutton a letter informing him that the Board denied his request as there is no mechanism for reimbursing the fee and that he should work it out with the potential buyer, seconded by Selectman Kilmer. The roll call vote was as follows:

Chairman Wood – aye
Selectman Mitsoff – aye
Selectman Kilmer – aye

Administrator LaBombard gave the Board an update on the Human Resource position. The position was offered to the second applicant who has turned down the offer. Administrator LaBombard stated that this was the third time the position has been advertised and applicants interviewed. It was the consensus of the Board to have Administrator LaBombard reach out to the other towns involved for a consensus on whether to re-advertise or wait. Selectman Mitsoff offered to reach out to human resources service companies for proposals. It was the consensus of the Board to wait on requesting those proposals.

Administrator LaBombard stated that she reached out to Southern Berkshire Janitorial about cleaning the four Town buildings once a week for a cost of approximately \$700. Selectman Mitsoff moved to hire Southern Berkshire Janitorial to clean the four Town buildings once a week January through March and to reassess at the end of March whether to continue, seconded by Selectman Kilmer. The roll call vote was as follows:

Chairman Wood – aye
Selectman Mitsoff – aye
Selectman Kilmer – aye

Administrator LaBombard stated that the previous Facilities Manager used to take care of maintenance matters such as shoveling and salting walkways of the buildings. Administrator LaBombard suggested talking to the new Transfer Station Attendant to see if he is interested or reaching out to the contracted snow plow driver to see if they have someone who is interested.

The Board discussed the FY23 Select Board budget. Chairman Wood asked that the line item for grant manager be increased to \$4,000. It was the consensus of the Board to discuss further at their next working meeting. The Board will also review their draft annual report at that meeting.

Administrator LaBombard informed the Board that the Highway Department employees would like to meet with them. It was the consensus of the Board to meet with them on January 20th at 2:00 PM.

Chairman Wood discussed using ARPA funds to purchase COVID test kits. Selectman Mitsoff stated that at the Board of Health meeting he made a motion to purchase 500 COVID test kits with a recommendation to the Select Board that the kits be for Town employee crisis management. Administrator LaBombard discussed COVID guidelines and the need to be consistent with employees. It was the consensus of the Board to have Administrator LaBombard draft COVID guidelines for employees that the Board will review. It was the consensus of the Board to continue with virtual meetings and reassess in February.

Selectman Mitsoff stated that the work has been completed on Weatogue Road. He stated that he is currently working on closing out the Notice of Intent. Chairman Wood discussed researching a grant for the long term plan for the road.

The Board discussed the use of marijuana funds. Administrator LaBombard explained that the funds received from marijuana sales tax go into the general fund until free cash is certified. She stated that the money cannot be kept in a separate fund and that the money for community impact fees is not included with the sales tax but it is handled in the same manner. Chairman Wood stated she would like the Town to purchase a small John Deere plow to clear sidewalks. It was the consensus of the Board to discuss this further at a future meeting. Administrator LaBombard suggested asking the Town Accountant to join the Board's meeting next Thursday to discuss marijuana funds. Chairman Wood stated she would like the Board to review the annual accounting reports from marijuana sellers.

Administrator LaBombard stated that she would have a report on short term rentals, meals and marijuana excise taxes at the next meeting.

Administrator LaBombard asked the Board how they would like to proceed with contract negotiations for the Police Chief. It was the consensus of the Board to have Administrator LaBombard negotiate with Chief Munson and keep the Board informed.

Chairman Wood stated that the Board would need to begin contract negotiations with Administrator LaBombard. It was the consensus of the Board to discuss the matter at their January 27th meeting.

Chairman Wood gave a brief update on the proposed Highway garage. She stated that they would be working on the request for proposal and that she would speak to edm on Thursday.

Selectman Mitsoff stated that the Housing Production Plan Committee had a productive first meeting and they would be meeting again at the end of January. He stated that he would share the meeting minutes with the Board once drafted.

Selectman Kilmer moved to adjourn the meeting, seconded by Selectman Mitsoff. The roll call vote was as follows:

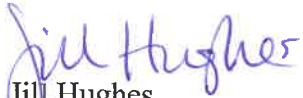
Chairman Wood – aye

Selectman Mitsoff – aye

Selectman Kilmer – aye

Chairman Wood adjourned the meeting at 11:36 AM.

Respectfully submitted:



Jill Hughes
Assistant to Town Administrator

Documents reviewed at this meeting:
Draft Select Board budget